

Logging In and Getting Started

This sheet explains how to log in to WebEOC and describes the parts and use of the Control Panel.

Logging in to WebEOC

Access WebEOC through Microsoft Internet Explorer (6.0 or higher) from your office or EOC PC, over the Intranet or the Internet, depending on your location.

To log in to WebEOC, do the following:

1. Start your web browser (e.g., Internet Explorer). Access your WebEOC site. Look on your PC desktop to find an icon similar to this:

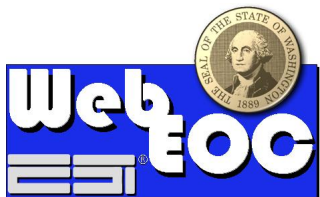
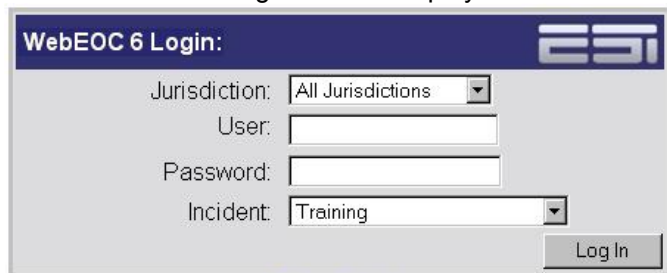


Figure 1 - Washington WebEOC Icon

If there is no icon, you may need to type the address of your WebEOC site into the Address field of your browser and press Enter. If you don't know the address, contact your WebEOC Administrator. The address might be either a URL or an IP. You might want to create a bookmark for future reference.

2. The WebEOC Login window displays



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Figure 2 - WebEOC Login Window

3. A Jurisdiction list appears at the top of the WebEOC Login window. Select your Jurisdiction from the dropdown list.

When you select your jurisdiction, the User list and Incident drop-down list will be filtered to contain only those assigned to that jurisdiction.

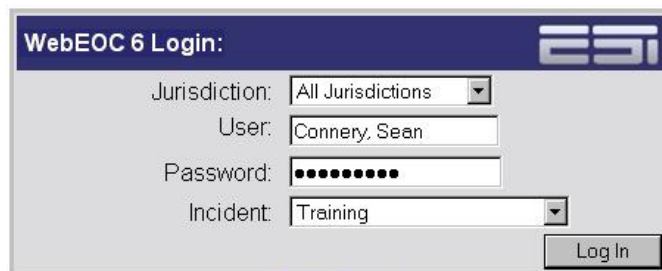
4. At the User box, enter your user name. Depending on your agency's implementation, users could be names (e.g., John Doe, or jdoe) or positions (i.e., Battalion Chief).

Note: If you enter the wrong username and the Log In button is clicked, an invalid username or password advisory appears. Click OK and re-enter your username.



Figure 3 - Invalid Username Advisory

5. In the Password field, enter your password. Note: Passwords are case sensitive.



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Figure 4 - Password Field

As you enter your password, values display as dots (••••••••). If you have forgotten your username or password, contact the WebEOC Administrator.

If Windows asks, please respond <No> to the below question.

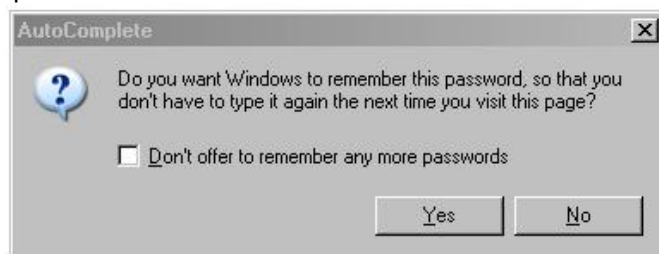


Figure 5 – Remember Password

6. Figure 6 illustrates Invalid Password windows that will appear if you enter your password incorrectly. After entering your password incorrectly three consecutive times, a User Account Locked window will appear. Click OK and request the WebEOC Administrator unlock your account.



Figure 6 - Invalid Password Windows

7. If a user is eligible for more than one position and is so configured in WebEOC, then on log-in, the user will be prompted to select their role from the Select Your Role drop-down list. If the user has not been assigned to more than one role, then the Select Your Role drop-down list will not appear.

- a) In the Select Your Role window, highlight the role being filled in the drop-down list.



Figure 7 - Select Your Role List

- b) Click OK to complete the login.

8. From the Incident drop-down list select an incident.



Figure 8 - Incident Drop-Down List

9. Click <Log In>, or to abort your login sequence, close the browser window.

10. Log-in accounts can be configured as either single or multi-user. Multi-User accounts allow more than one user to log in to the same position at any one time. Single User accounts allow only one person to be logged in. Users cannot log in to an active "single-user" account without logging out the other user.



Figure 9 - Log-Off User Configuration Dialog

If you click OK, the other user who is involuntarily logged off receives a pop-up advisory in their Control Panel. Avoid doing this. Instead, click <Cancel> and contact your Pod or Section Chief or the WebEOC Administrator.

11. When you have successfully logged in to WebEOC, the Control Panel appears.



Figure 10- Control Panel

The Control Panel contains only those boards, menus, links and plug-ins assigned to your group by your Pod or Section Chief or the WebEOC Administrator. If your Control Panel is blank, you have not been assigned to a Group. In that case, contact your Pod or Section Chief or the WebEOC Administrator.

The Control Panel has two functional areas. The upper portion of the Control Panel provides access to the Admin Manager, the Log Off button, the User Log-in, Incident Identifier, and Plug-Ins.

The lower portion contains the status boards, menus, plug-ins, and links that have been assigned to your group.

The Control Panel (or any WebEOC window) may be resized using standard Windows functions and moved to any position on the desktop. To open a display, either select the adjacent checkbox or click on the link (i.e. the name) on the Control Panel.